

TOWN OF WILLIAMSPORT
MAYOR AND COUNCIL MEETING MINUTES
May 14, 2012

A regular meeting of the Williamsport Mayor and Council was held on May 14, 2012, at the Williamsport Town Hall in Williamsport, MD at 7:00 p.m.

In attendance were:

Mayor James G. McCleaf II
Councilwoman Joan Knode
Councilman Jim Kalbfleisch
Councilman Bill Green
Councilman Tim Fraker
Councilwoman Maya Haines
Town Attorney Ed Kuczynski

Also present Donnie Stotelmyer, Town Clerk

Mayor James G. McCleaf II called the meeting to order. Mayor McCleaf asked all in attendance to stand for a moment of silence followed by the pledge of allegiance.

A motion was made by Councilman Tim Fraker to accept the minutes of the regular meeting minutes held on March 21, 2012, special meeting on March 21, 2012 and the workshop meeting minutes held on May 7, 2012, seconded by Councilwoman Joan Knode with all voting in favor motion carried.

Financial Report

A motion was made by Councilman Tim Fraker to accept the Financial report as presented seconded by Councilman Jim Kalbfleisch with all voting in favor motion carried.

Guests

Mayor James McCleaf introduced Mike Nestor of Thrasher Engineering. Mr. Nestor reported on the following.

PROJECT STATUS REPORT
TEI Project # 20-0963
May 14, 2012

- Pump Stations are substantially complete
- Walk through with USDA is scheduled for May 23rd @ 9:00 AM
 - Items to be completed include portable generators for stations #2 and #3,

installation of watertight pump disconnects and junction boxes at station #1, installation of heater and exhaust at station #2, and exhaust installation at station #4.

- Additional work is requested including:
 - Generator at station 1 (on order and approved by change order)
 - Roof and lighting over station #2
 - Paint floors at stations #1 and #3
 - Replace doors and siding at station #4
- Sanitary overflow on Church Street.
 - Thrasher ran camera and found restrictions in old line
 - Taylor's and Roto Rooter removed the blockages
 - Thrasher will come back and camera to confirm
- Forcemain leak at Pump Station #3
 - Snyder will patch line immediately
 - Snyder will price out replacement of entire forcemain

Mike Nestor from Thrasher Engineering reported on forcemain that runs from North Conococheague Street to East Potomac Street 700 feet of line would need to be replaced. Funding will be provided through Appalachian Regional Commission Grant.

Correspondence

Mayor James McCleaf read a thank you note from town resident Edith Clapsaddle thanking the town employees with helping her with resolving her electric utility issues.

Mayor James McCleaf read a thank you note from Washington County Humane Society thanking the town of Williamsport in advance for their generous support of their organization. Together we can make a difference in the lives of all animals in Washington County.

Mayor James McCleaf read a thank you card from Sara Malott to the Mayor and Council for a donation which she received. The donation will help cover the cost of her tuition for her People to People Student Leader Ambassador experience in France and England this summer.

Mayor James McCleaf read a thank you from Dalton Blundell 6th grade student at Springfield Middle School thanking the Mayor and Council for a donation to attend the National Young Leaders State Conference.

Mayor James McCleaf informed the Council the next scheduled meeting of the Washington County Chapter of Maryland Municipal League will be held on Monday, May 21, 2012 and will be held at the Williamsport Redmen located at 16129 Lappans Road in Williamsport. The menu

for the evening will consist of New York Strip Steak, steamed shrimp, baked potato, tossed salad, roll, butter and dessert. The cost for this meal will be \$22.00.

Mayor James McCleaf read an invitation from the Board of County Commissioners of Washington County and their Historical Advisory Committee inviting the Mayor and Council to the luncheon presentation of the prestigious “John Frye Historic Preservation Awards” for 2012. The event will be held on Tuesday, May 22, 2012 at noon at the Academy Theater 58 East Washington Street Hagerstown MD.

Mayor James McCleaf read an invitation from the Sharpsburg Memorial Day Parade Committee inviting the Mayor and Council to participate in the 145th Sharpsburg Memorial Day Parade being held on Saturday, May 26, 2012 at 1:30 pm. Parade participants should plan to line up on the Sharpsburg Elementary parking lot by 1:00 pm.

Mayor James McCleaf read a letter from the Nick Adenhardt Memorial Fund. The Nick Adenhardt Memorial Fund is pleased to announce the third annual 5K run and kids run. All race proceeds will benefit area youth baseball organizations. This event will be held on Saturday, June 9, 2012 at Williamsport High School in Williamsport MD. The kids run will begin at 8:30 am and the 5K run will begin at 9:00 am.

Mayor James McCleaf read a letter from United States Senator Benjamin L Cardin congratulating the Town of Williamsport and its citizens on the occasion of its 225th anniversary. Williamsport is lucky to be home to “one of the greatest recreational assets in the mid-Atlantic” - The C & O Canal National Historic Park. Congratulations on your 225th anniversary, best wishes for an exciting and fun celebration.

Mayor James McCleaf read a letter from Mr. Gary Smith working with the Rails to Trails Conservancy. The bike group will again be between 300-500 participants. They will arrive at River Bottom Park on Tuesday, June 19, 2012 and leave the next morning. This is a similar ride to what they did in 2007.

Mayor James McCleaf read a letter from Bike Virginia. This is an annual bicycle tour with 2,000 riders each year. The ride is a tour not a race and they ride on open roadways. The tour will be going through Maryland on Monday, June 25, 2012 and again on Wednesday, June 27, 2012.

Mayor James McCleaf read a letter from the Washington County Museum of Fine Arts in Hagerstown Maryland inviting the Mayor and Council to attend the Pixels and Games event which is scheduled for Wednesday, May 23, 2012. This event will feature games, animations, and simulations of high school seniors from the National Award winning Computer Game Development and Animation Program from Washington County Technical High School. The event is open to the public from 10:00 am until 4:00 pm

Reports:

Board of Elections Supervisor

No report

Board of Zoning and Appeals

No report.

History and Museum Board

Jerry Knode of the History and Museum Board reported on the Museum Ramble, he and Joan attended Homewood Strawberry Festival, reported Civil War Bus tour to Lee's Retreat is sold out.

Planning Commission

Subject: Activities Report for April, 2012

Permits Reviewed and Disposition Made:

2012-09	29 E Potomac Street	Garage Construction	Approved	Fee:	\$50.00
2012-10	15813 Lockwood Rd	One Story Addition	Approved		50.00
2012-11	1 N. Conococheague St.	Commercial Zoning Applicable	Approved		50.00
2012-12	5 & 7 E. Salisbury St.	Commercial Zoning Applicable	Approved		50.00

Old Business:

Buffer Ordinance – pending from attorney

Demolition Ordinance – pending from attorney

New Business:

No new business

The Planning and Zoning Commission meets the 1st Wed of each month, with occasional work session each of the subsequent Wednesdays of the month.

Land Use

No report

Legal Council

No report.

Sheriff's Report

Mayor James McCleaf gave the March and April 2012 Sheriff's report.

Council report

Councilman Tim Fraker gave the following pool report:

- The pool opening day is scheduled for Saturday May 26, 2012 at 12:00 P.M.
- Washington County Health Department has inspected the pool concession stand
- ARE has reinstalled the pool motors for Main & Baby pool
- SwimKare has completed Restoration work at Main & Baby Pool.
- Both Main & Baby Pools are filled with water and are operational
- Red Cross Swim Lesson sign up is Scheduled for Saturday May 19, 2012 Beginning at 9:00 A.M. to 12:00 P.M. in Byron Memorial Park at pavilion #1 Registration fee is \$55.00 per session.
- Pool staff is in place and will meet on Wednesday May 16, 2012 at Springfield Farm Barn starting at 6:00 P.M.
- All Federal & State ADA mandates have been met for this upcoming pool season

Councilman James Kalbfleisch reported the following:

Be SMART Home Rebate Program

The Be SMART Home Rebate Program offers incentives to homeowners up to \$3750 to offset the cost of qualified energy efficiency improvements and products. A comprehensive home energy audit, also known as a home energy assessment, is required to participate in the Be SMART Home Rebate Program. Made possible by a grant from the U.S. Department of Energy, rebates are available on a first come, first served basis to eligible individual single family homes, and town homes in Maryland.

Who is eligible to apply?

Available to Maryland homeowners who are NOT eligible for the [EmPOWER Maryland incentives](#) as identified by your utility company. A comprehensive home energy audit is required in order to take advantage of the Be SMART Rebate Program.

How much funding is available?

Up to \$3750 per homeowner is available, on a one time basis, for energy efficiency improvements or products.

What kind of energy efficiency improvements and products are eligible for a rebate?

Eligible Measures	Incentives	
Home Energy Audit	Comprehensive energy assessment	\$300 paid to contractor
Building Envelope Improvements	Air sealing	50% of cost up to \$2000 <i>Rebate to homeowner</i>
Insulation		
Duct sealing		
ENERGY STAR Appliances	Refrigerators	\$100 Rebate to homeowner
Freezers		\$75 Rebate to homeowner
Dishwashers		\$50 Rebate to homeowner
Clothes washers		\$50 Rebate to homeowner

ENERGY STAR Heating, Ventilating and Air Conditioning (HVAC)	Central air conditioner	\$150 Rebate to homeowner
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**Only one heating system and one cooling system rebate will be provided per household*

Ductless mini-split A/C	\$300 Rebate to homeowner
Heat pump	\$500 Rebate to homeowner
Ductless mini-split heat pump	\$500 Rebate to homeowner
Oil, gas or propane furnace	\$500 Rebate to homeowner
Dehumidifier	\$25 Rebate to homeowner
ENERGY STAR Water Heating	
	Electric hot water heater \$25 Rebate to homeowner
Heat pump hot water heater	\$350 Rebate to homeowner

Councilwoman Joan Knode reported that renovations continue at the Barn and beams were installed. She reported that people have been signing up to help at the museum. She attended Town Hill Reunion, Community Band Concert at the Barn on May 13, 2012. She advised the Community Band will attend a band competition in June. Hagerstown Magazine had a nice article on Williamsport. A vow renewal for a 50th anniversary has been booked at the Springfield Farm Barn.

Councilman Bill Green reported all banners and flowers are in place throughout the town. He advised pot holes by Mr. Natural have been repaired and dog waste issues are being addressed.

Councilwoman Maya Haines reported if you see something happening in the park to let her know or if you know about something damaged by storm please let her know.

Unfinished Business

Mayor James McCleaf informed the Council that they would need to approve the Rockin River Bottom event scheduled for Saturday, September 15, 2012 to move forward with the planning of this event. Councilman Tim Fraker made a motion to allow the Town of Williamsport to host the Rockin River Bottom event on September 15, 2012 at River Bottom Park seconded by Councilman Bill Green with all voting in favor motion carried.

Mayor James McCleaf informed the Council that the Town of Williamsport has been awarded Program Open Space Funds regarding Byron Memorial Park ADA Pool Parking and Byron Memorial Park entrance sign in Washington County. ADA Pool parking \$7200 to develop three handicapped parking space and a pathway permitting access to the existing swimming pool for physically challenged park visitors. Byron Memorial Park entrance sign \$3375 to install a sign at the entrance of the 27 acre park. The signage would provide a directory, map of the community and a bulletin board for park and community activities and notices. Councilman Tim Fraker made a motion to accept the Project Open Space grants as presented seconded by Councilwoman Joan Knode with all voting in favor motion carried.

Mayor James McCleaf informed the Council that Antietam Paving has submitted a bid to overlay the handicap parking area at L. Beard Miller Pool at a cost of \$7977. The funding for this project

will be provided through a grant received from Project Open Space. Councilman Tim Fraker made a motion to award the handicap overlay project at L. Beard Miller Pool at a cost of \$7977 to Antietam Paving seconded by Councilwoman Maya Haines with all voting in favor motion carried.

Mayor James McCleaf informed the Council that the Town of Williamsport CD at M & T Bank will need to be renewed. Councilman Tim Fraker made a motion to renew the Town of Williamsport CD at M & T Bank seconded by Councilman Bill Green with all voting in favor motion carried.

Mayor James McCleaf informed the Council that the Town of Williamsport was awarded a Local Government Insurance Trust Training Grant Award in the amount of \$700. This Grant will be used to certify all the Town employees in AED, CPR and First Aid. Mayor McCleaf also stated that Town Hall will be closed on Tuesday, May 22, 2012 so the training for all Town employees can take place. Councilwoman Joan Knode made a motion to accept the \$700 Training Grant from LGIT as presented seconded by Councilman Bill Green with all voting in favor motion carried.

Mayor James McCleaf informed the Council that the Town of Williamsport Real Estate Tax Rate will remain at 48.5 with a July discount of 2 percent. Councilwoman Joan Knode made a motion to have the Town of Williamsport Real Estate Tax Rate at 48.5 per \$100 of assessed value seconded by Councilman Tim Fraker with all voting in favor motion carried.

Mayor James McCleaf informed the Council that sidewalk repairs needed on West Church Street. This repair is needed from the recent installation of the radio read water meters. A total of (5) five residential properties sidewalks are in need of repair. Each resident is willing to cover cost up to \$400 each for sidewalk replacement. The total cost to the Town would be \$200 per resident household for a total of \$1,000. Councilwoman Joan Knode made a motion to approve spending \$1000 on the sidewalk repair on West Church Street in Williamsport MD seconded by Councilman Tim Fraker with all voting in favor motion carried.

Mayor James McCleaf explained to the Council the ADA improvements to Town Hall. The Town would have to contribute a total of \$3,100 along with the remaining CDBG funds. The additional funds needed are to construct a new egress into the Towns Council chamber. This entry way is being mandated by the Washington County Building and Permits inspectors. Councilman Tim Fraker made a motion to apply additional \$3100 to complete the ADA improvements to Town of Williamsport Town Hall seconded by Councilwoman Maya Haines with all voting in favor motion carried.

Mayor James McCleaf reviewed with the Council a resolution of adoption so that the Town adopts the County's Miti-Hazard Mitigation Plan in order to be in compliance with FEMA regulations particularly as same apply to funding for hazard mitigation projects all municipalities are required to update same and that the resolution in fact adopts the updated Miti-Hazard Mitigation Plan. Councilman Tim Fraker made a motion to introduce the resolution for adoption of Washington County MD Multi-hazard Mitigation Plan as presented seconded by Councilwoman Joan Knode with all voting in favor motion carried.

Mayor James McCleaf reviewed the request from Ms. Melody Drury who is requesting funding to attend the National American Miss Scholarship Pageant. This pageant will be held in the State of Maryland and helps with college funding and gains interview experience. Ms. Drury is currently involved with the Drama Club, volleyball, and softball and assists the YMCA on weekends. Councilman Tim Fraker made a motion to donate \$200 to Ms. Drury to attend the National American Miss Scholarship Pageant seconded by Councilwoman Joan Knode with all voting in favor motion carried.

Mayor James McCleaf reviewed with the Council that a memorial fund in the names of Williamsport High School students Brendon Colliflower and Samantha Kelly that were involved in a tragic accident on prom night. The Mayor and Council would permit the Williamsport High School student body to hold its annual prom in the Springfield Farm Barn at no charge or contribute up to \$1000 for renting a facility to be utilized to hold the annual prom as long as it is held in Washington County Maryland. Councilwoman Maya Haines made a motion accept the proposed memorial funding as presented seconded by Councilman Tim Fraker with all voting in favor motion carried.

New Business

Mayor's Report

Mayor James McCleaf reported that he attended the Conococheague Little League opening day. He also reported that he took a boat ride the Potomac River to inspect the C & O Canal Big Slack Water Project. When this project is complete it is anticipated that more than 60,000 additional visitors will visit Williamsport. The Community Band Concert was well attended at the Springfield Farm Barn. Town Clerk Donnie Stotemyer will be emailing the Town's Fiscal Budget for 2013. Mayor McCleaf reported he attended the memorial service for the two students that perished on prom night. This service was held at Williamsport High School. He and Town Clerk Donnie Stotemyer met with principal Bishop of Williamsport High School to offer the Springfield Farm Barn for the school's upcoming prom or will provide donation to rent a facility as long as prom is held in Washington County.

Citizen Participation

Town resident Ken Lafferty questioned the Mayor and Council concerning problems with vehicular traffic making U turns in front of his residence. Mayor McCleaf stated that he would follow up with the Washington County Sheriff's Dept with Mr. Lafferty's concerns.

Town resident Robert Hoffman questioned the Mayor and Council concerning a recent invoice of charges that were incurred for conducting a Board of Zoning Appeal. These charges is because he applied for a variance to construct a garage in the rear of his property. Town Attorney Ed Kuczynski reviewed the charges with Mr. Hoffman and explained the rate schedule that was applied to his project.

A motion was made by Councilman Tim Fraker made a motion to adjourn, seconded by Councilwoman Maya Haines with all voting in favor motion carried.

Respectfully submitted,

Donnie Stotelmyer
Town Clerk
Town of Williamsport